



2007 Department of Health Mosquito Prevention and Control Program Frequently Asked Questions

The following document provides answers to some of the most frequently asked questions regarding the Department of Health mosquito prevention and control grant award program.

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GRANT PROCESS

1. **Where can I find information about the grant?**
The Department of Health has developed a comprehensive website listing information regarding the grant process at www.state.sd.us/doh/WNVgrants. You can also contact the Department of Health directly by calling 1-800-738-2301.
2. **Who is eligible to apply?**
South Dakota municipalities, counties, and tribal entities are eligible to submit an application for grant funds. Start up programs are eligible for funding for both equipment and chemical. Entities receiving funds in prior years are only eligible for funding for chemicals. Partners wishing to break away from co-ops are not eligible to receive funding as a start up awardee.

3. **When are applications due?**

The Department of Health will accept applications from April 1, 2007 through April 30, 2007. Applicants are encouraged to apply early rather than later to allow time for revisions, if necessary, following a review of your application.

4. **How many applicants can apply under one grant application?**

There is no limit to the number of eligible applicants (city, county, tribal gov't.) wishing to apply under one grant application as a co-op. In fact, partnering co-op applications are encouraged.

5. **If I am a secondary partner of a co-op application do I need to submit an application and mosquito control plan as well?**

All eligible applicants applying for grant dollars will be asked to complete the one-page application in order to record important demographic information. Co-op partner applications should be attached to the "primary" applicant's application. However, only the "primary" applicant will be required to submit a comprehensive mosquito control plan with a budget attached to the application. The mosquito control plan must contain information relevant to all co-op partners.

6. **How will grants be reviewed and judged?**

All grant applications and comprehensive mosquito control plans will be reviewed by a multidisciplinary team comprised of members from the Department of Health, SDSU Cooperative Extension, and the Department of Agriculture. All application and accompanying plans will be rated based on set criteria (see site for judging criteria) and will be given one of two designations:

- ❖ **Approved, funds pending**
- ❖ **Not approved** for the following reasons.....

7. **How soon will I know if my application is approved or not?**

Applications will be reviewed in the order they are received. Review of applications will begin on April 6th and will continue until all applications have been reviewed. Applications will receive either an **approved, funds pending** designation or a **not approved** designation. Once all applications have been reviewed following the April 30th deadline, **approved, funds pending** applications will be prioritized using the criteria listed below (see question #9) and designated as either **approved and funded for \$x,xxx dollars** or **approved, not funded**. Award letters indicating the level of funding will be sent out to applicants by May 7, 2007. You may also call 1-800-738-2301 or access the DOH website to find out the status of your application.

8. **Is there a limit on the amount of funds requested per application?**

There is no established limit on the amount of funds requested per application because of the anticipated large variation in applications. However, the review team will be developing a baseline figure of (\$xx dollars / per acre or sq. mile) as a starting point for all applications based on the proposed control area. (see question #10 for prioritization of funding requests)

9. **How will funds be awarded?**

Applicants (including co-op partners) approved and funded will be notified by letter and will be asked to sign a final grant agreement and submit a current W-9 form prior to checks being issued. Upon receipt of the signed grant agreement and W-9 form, start up applicants will be issued approximately one / half of the total award upfront. Final payment of the total start up award will occur once sales receipts and/or purchase orders for equipment have been submitted to the Department of Health. Chemical only awards will be issued upon the receipt of the signed grant agreement and W-9.

10. What happens if there are more grant funding requests than money?

Grant funding awards are based upon an application's overall rating score and prioritization. Grant applications will be prioritized based on a number of factors including but not limited to: co-op partners included in the application, completeness and potential effectiveness of the proposed comprehensive mosquito control plan, long-term sustainability, estimated coverage area, population covered in the proposed control area, 2006 West Nile human disease occurrence, and new start-up programs. Every attempt will be made to fund all approved grant award applications at some level, but there is no way of knowing the total dollar amount of funding requests until all grant applications have been received by the April 30th deadline. It is possible that some approved requests will only be partially funded or not funded at all.

11. Can I expect to receive the full 50% of state match dollars requested in my budget?

All grant applications including attached budgets will go through a standardized rating and prioritization process as described in the above sections. Budgets will go through an additional process to make sure all requested items are **eligible** for funding and equipment and chemical costs will be compared to the state low bid equipment and chemical pricing list. Therefore, grant applications containing over-priced eligible items or ineligible items such as labor and/or vehicle costs will not be funded at the full 50/50 match rate.

12. How should I best submit a Co-op application budget?

It is anticipated that grant application co-op partnerships will vary greatly depending on the "primary" applicant's expertise and resources. Therefore, it is very difficult to establish a standardized format for a budget. However, the following suggestions are given as guidance to avoid having to provide additional information at a later date:

- ❖ be as specific as you can be, especially in the case of co-op applications
- ❖ "primary" applicants intending to charge a flat rate (per acre or sq. mile or running mile) for services to your partners must remember to breakout **ineligible items** such as labor, vehicle expenses, office costs, and any other administrative overhead out of the flat rate for purposes of this grant.

(Nothing in this grant prohibits a "primary partner" from charging for the above mentioned ineligible items, however, they cannot be covered by the grant dollars.)

- ❖ "primary" applicants choosing to charge the actual costs for equipment and chemicals to the co-op partners must attempt to breakout the cost for each co-op partner separately based upon their respective control areas.
- ❖ Items listed under miscellaneous must be clearly described such as larval dip net or mosquito light trap batteries.
- ❖ All items listed in multiple quantities must list the number of items and the cost per single item.

13. Are private mosquito control contractor services an eligible expense?

Yes, private mosquito control contractor services may be eligible for inclusion in the program. However, as mentioned previously in the co-op applicant budget answer, typical contractor fees associated with labor, vehicle expenses, etc. are not eligible under this grant. It should also be noted that a short-term contract with a private mosquito control contractor will not rate high in terms of long-term sustainability when prioritizing applications.

14. Will this grant program be offered next year?

It is our intention to continue this grant program pending availability of funding.

COMPREHENSIVE MOSQUITO CONTROL PLAN (CMCP)

15. Where can I go to find out more information about developing a CMCP?

The Department of Health has developed a comprehensive website listing information regarding a comprehensive mosquito control plan at www.state.sd.us/doh/WNVgrants. You may also contact the Department of Health directly by calling 1-800-738-2301.

16. Do the examples used in the state sample mosquito control plan listed on the DOH website have to be followed exactly as they are written?

Absolutely not! Based on a high demand from potential applicants, the Department of Health developed a “sample CMCP” to be used as a guide or framework for potential applicants wondering where to begin. The plan was developed as a starting point only and, by all means, applicants are encouraged to “localize” their plan to fit their situation.

17. Do I have to address all of the 11 essential items identified on your website in my CMCP?

Yes, it is extremely important that all 11 essential plan elements be addressed in your CMCP.

18. Is a co-op partner required to submit a CMCP if working with a “primary” applicant?

No, only the “primary” applicant is required to submit CMCP on behalf of the entire co-op group. However, applicant’s who perform a portion of the CMCP and co-op for the remainder of the CMCP will need to submit those portion(s) of the mosquito control program they will be performing. As an example, if city A chooses to co-op with another entity only for adulticiding and chooses to do the remainder of a CMCP on their own such a public education, larviciding, mapping, source reduction, etc..., then City A may need to submit a modified or partial CMCP.

19. Are there a minimum or maximum number of pages to a CMCP?

No, there is no established number of minimum or maximum number of pages for the CMCP.

20. Where can I go for help in developing a CMCP?

South Dakota State University’s Cooperative Extension Service has an extension entomologist and a pesticide specialist for technical assistance (605-688-4752). For additional information, check with you local Extension Office located in each county of the state.

The South Dakota Department of Agriculture’s Agronomy Services program also has pesticide specialists that may assist. 1-800-228-5254

The South Dakota Department of Health can assist with the overall concept of a CMCP, West Nile disease, and with questions concerning the grant process. 1-800-738-2301

Mosquito control chemical and equipment companies are a good source of information.

There are also several resources on the internet regarding mosquito control. Please visit the Department of Health website located at www.state.sd.us/doh/WNVgrants.